AUBURN
Human Resources

Exec Dir, Alumni Engagement

Job Description

JOB INFORMATION

Job Code	OB15
Job Description Title	Exec Dir, Alumni Engagement
Pay Grade	UA12
Range Minimum	$108,430
33rd %	$139,150
Range Midpoint	$154,520
67th %	$169,880
Range Maximum	$200,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	1/24/2024 12:00:12 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Engagement, Annual Giving, & Campaign

JOB SUMMARY

Reporting to the Chief Engagement Officer, the Executive Director, Alumni Engagement fosters meaningful connections between Auburn University and its stakeholders. Responsible for executing strategic engagement initiatives, cultivating connections with diverse stakeholders, and supervising a team that includes Regional Engagement Officers and Auburn Giving Officers. Responsible for securing philanthropic support for Auburn University, driving student involvement and leadership, and cultivating partnerships across the campus to facilitate a wide range of engagement opportunities.

RESPONSIBILITIES

- Collaborates with the Chief Engagement Officer to drive the implementation, promotion, and continuous evolution of Auburn Advancements' engagement, qualification, pipeline expansion, and retention initiatives.
- Supervises and provides strategic direction to Regional Engagement Officers and Auburn Giving Officers, while aligning with Advancement's strategies. Collaborates with team members to design and execute engagement initiatives that bolster philanthropic support and strengthen relationships with alumni, donors, faculty, staff, and students.
- Develops strategies to promote the engagement, involvement, and retention of all Auburn alumni and stakeholders further cultivating affinity to the institution.
- Cultivates and maintains strong relationships with alumni, donors, faculty, staff, students, and other key stakeholders to raise and deploy philanthropic support for Auburn.
- Collaborates with academic departments, administrative units, and other campus partners to promote engagement opportunities and partnerships.
- Effectively leads change initiatives within engagement, leveraging data, culture, strategy development, and structural enhancements.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, the role is expected to operate with high levels of autonomy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	10 years of	Experience in advancement, donor engagement, alumni relations, fundraising, or strategic planning.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and experience with setting and meeting fundraising goals from philanthropic gifts. Strong understanding of engagement strategies and philanthropic principles.	And
Knowledge of best practices for association based membership programs and services.	And
Knowledge of best practices for engagement travel programs or similar activities that increase participation and build loyalty; ability to build and maintain interpersonal relationships with stakeholders.	And
Knowledge of budget control methods, policies and procedures.	And
Knowledge and experience with CRM or donor management software.	And
Ability to communicate effectively in both oral and written form.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.